



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Patient Care

Division: Central Office

Sub-Section:

TITLE: Bulletins

CUTOFF:

DESCRIPTION: Informational bulletins from the National Association of State Mental Health Program Directors and the Federal Grants news Bulletins.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5861

SERIES STATUS: Approved

APPROVAL DATE:

2/5/1980

TITLE: Information File

CUTOFF:

DESCRIPTION: Psychiatric Aide Information, general and by hospital L.P.N. information and information on Mental Retardation. Also, information on Missouri Legislature, Development and Public Health Collaboration Program, Rules and Regulations, Nursing Assessment, National League for Nursing Expenditures, Junior College Programs, Missouri Hospital Directory, from American Nurses Association, Emotionally Disturbed Children, Medicaid, brochures mailed, and Community Mental Health.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5864

SERIES STATUS: Approved

APPROVAL DATE:

2/5/1980

TITLE: Monthly Reports

CUTOFF:

DESCRIPTION: Narrative reports from the hospitals, clinics, and schools. Monthly nursing reports from each of the hospitals, clinics and schools. Quarterly data processing Personnel reports from each of the hospitals, clinics and schools.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5860

SERIES STATUS: Approved

APPROVAL DATE:

2/5/1980



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Patient Care

Division: Central Office

Sub-Section:

TITLE: Program Files

CUTOFF:

DESCRIPTION: Includes Hospital Improvement Program, Practical Nursing School Program, Psychiatric Nursing Program, Community Mental Health Project and Coordinating meeting of Mental Retardation Behavior Modification Program

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5865

SERIES STATUS: Approved

APPROVAL DATE:

2/5/1980

TITLE: Scope Reports

CUTOFF: EOSFY

DESCRIPTION: Computer print-outs on Scope surveys from all the State Schools and Hospitals, miscellaneous correspondence explaining and setting up the Scope survey to all hospitals and schools and Nalleway and Associates.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 5859

SERIES STATUS: Approved

APPROVAL DATE:

2/5/1980

TITLE: Statistics File

CUTOFF:

DESCRIPTION: Survey results from various programs and projects. Results from a licensing survey. Also statistical results from monthly and quarterly reports.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5866

SERIES STATUS: Approved

APPROVAL DATE:

2/5/1980



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Patient Care

Division: Central Office

Sub-Section:

TITLE: Training File

CUTOFF:

DESCRIPTION: Contains the curricula from all the hospitals, clinics and schools on their training programs, which has to be reviewed and certified. Therapies and Behavior Modification and Public Health Nursing are also included in this category.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5863

SERIES STATUS: Approved

APPROVAL DATE:

2/5/1980